

Professional and Managerial Branch  
Planning Group  
Planning Series

PLANNER III

09/89

**CHARACTERISTICS OF THE CLASS:**

Under direction, performs advanced professional work in the preparation of comprehensive plans and development programs for the utilization of land, physical facilities and human resources; performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans, supervises and schedules the work related to advance planning; develops and up-dates community plans, goals and policies; develops land use surveys and projections; coordinates the development and periodic updating of the capital improvement plan; supervises the preparation of environmental studies; supervises drafting related to new, revised or updated maps; supervises drafting related to new, revised or updated maps; supervises preparation of graphic for publication and public preparation; plans and directs neighborhood analyses and makes proposals for presentation; gathers and analyzes census data and develops this research data for use ;makes recommendations concerning design policy of public buildings; analyzes and coordinates master plans and sub-division plats with public officials, engineers, architects, and other professionals; researches federal and state programs to determine availability of grants to the City and prepare applications for grants; represents department before City Council, boards, committees and at public hearings; supervises, trains and evaluates assigned personnel; maintains records and prepares reports.

**MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree (Master's Degree is desirable) in City Planning, Urban Affairs or a related field and five years of professional experience in City Planning or a closely related field, including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and techniques of urban planning; considerable knowledge of the economic, social and physical needs of an urban community, and the ability to use this knowledge in the development of comprehensive long-range plans for community betterment; considerable knowledge of the techniques of planning research and their application to difficult planning studies; good knowledge of supervisory techniques, standards of conduct, work attendance and safe working practices and procedures.

Ability to use acquired data in the formulation of sound planning standards and the development of a comprehensive plan; ability to analyze complex economic, social and physical problems of the community and to formulate effective land use solutions to such problems; ability to effectively interpret orally and in writing planning requirements and objectives to interested groups and the general public; ability to establish and maintain effective working relationships with fellow employees, other departments, officials, governmental agencies and the general public; ability to supervise, train and evaluate assigned personnel; ability to communicate clearly and concisely, both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's Licenses or equivalent license issued by another state.

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Director of Personnel

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Department Head